



**BUILDING INSPECTION DIVISION**  
**SECURITY ORDINANCE GUIDELINES**

**DIVISION 3. NONRESIDENTIAL BUILDING SECURITY.**

**SEC. 8.250. Applicability.**

All nonresidential buildings shall comply with the standards set forth in this division. Nonresidential buildings, as used in this division, shall include all types of buildings or structures not defined as residential buildings by Sec. 8.240 of Division 2 of this article. (Ord. No. 1.79, 1/8/79.)

**SEC. 8.251. Exemption.**

Hotel, motel and other like commercial establishments shall comply with the requirements set forth in this division, except that any such establishment may be exempted from any or all of the requirements of this division where the administrative authority is reasonably satisfied that the building, or any portion thereof, is sufficiently attended at all times by a security guard, maintenance personnel or other authorized person on the premises so as to prevent unauthorized entry. Any exemption so granted may be revoked by the administrative authority at any time for due cause, including but not limited to the fact that such security guard, maintenance personnel or other authorized person has been removed from the premises. If any exemption is so revoked, the owner may appeal such revocation to the city council pursuant to the provisions of Sec. 8.226 of Division 1 of this article. On or after the effective date of such revocation, such nonresidential building shall be made to comply with the provisions of this division within the period of time specified by the administrative authority, or by the city council, if an appeal is filed and heard by said council. (Ord. No. 1.79, 1/8/79.)

**SEC. 8.252. Nonresidential building security.**

All nonresidential buildings shall comply with the following requirements:

- a. **Exterior doors.**

1. A single door shall be equipped with either a double cylinder dead bolt or a single cylinder dead bolt. Doors equipped with a dead-locking latch must also be used in conjunction with a dead bolt lock. (These requirements for the installation of locking devices on exterior exit doors and in hazardous occupancies as defined in the Uniform Building Code and for occupancies regulated by Title 19 of the California Administrative Code, shall be superseded by requirements of the Uniform Building Code or Title 19, as appropriate.)

2. On double doors, the active leaf shall be secured with the type of lock required for single doors as defined in Section 8.252(a)(1). The inactive leaf shall be equipped with flushbolts in accordance with applicable provisions of the Uniform Building Code.

3. Any single or double doors with locking at the bottom or top rail shall have locks with a minimum of 1 inch throw bolt at the top jamb and bottom sill.

4. If constructed of wood, the door shall be of solid wood core construction of not less than 1-3/4 inch thickness; provided, however, that decorative panels may be used or a portion of the door may include a decoratively carved design, no portion of which may be less than 1 inch in thickness.

5. Exterior sliding glass doors shall be designed to prevent removal by raising of the moving panel from the track while in a closed or partially open position. In addition, exterior sliding glass doors shall be secured as provided in subsections 1. and 3. of this section.

**b. Other type exterior doors.**

1. **Garage-type doors.** All solid overhead, swinging, sliding or accordion garage-type doors shall be secured with a cylinder lock, padlock and/or metal solid bar, bolt or crossbar on the inside when not otherwise controlled or locked by electric power operation. If a padlock is used, it shall be of hardened steel shackle, with minimum four-pin tumbler operation. Doors utilizing a cylinder lock shall have a minimum five-pin tumbler operation with the locking bar or bolt extending into the receiving guide a minimum of 1 inch. The bar bolt shall have a 1/2 inch diameter opening for attaching a padlock. In the event this type of door provides the only entrance to the front of the building, a cylinder lock or padlock may be used on the outside.

2. **Metal accordion, grate or grill-type doors.** All metal accordion, grate or grill-type doors shall be equipped with a metal guide track at the top and bottom, and a cylinder lock and/or padlock with hardened steel shackle and a minimum four-pin tumbler operation.

3. **Rolling overhead doors.** All rolling overhead doors which are not controlled or locked by electric power operation shall be equipped on the inside with the following protective devices:

(i) Manually operated doors shall be provided with slide bolts on the bottom bar.

(ii) Chain-operated doors shall be provided with a cast iron keeper and pin for securing the hand chain.

(iii) Crank-operated doors shall be provided with a means for securing the operating shaft.

4. **Outside hinges.** Outside hinges on all doors shall be provided with nonremovable pins.

5. **Construction standards.** The construction of any door shall comply with the standards for construction of frames, jambs and strikes, as set forth in Sec. 8.241.f.

c. **Accessible exterior windows.**

1. Accessible rear and side windows not viewable from the street shall consist of burglary-resistant glass or equally resistant glasslike material.

2. Exterior windows of the type which can be opened shall be secured on the inside with an easily accessible locking device capable of withstanding a force of 150 pounds of pressure applied in any direction. An auxiliary locking device shall also be required.

3. Louvered windows shall not be used within 8 feet of ground level, adjacent structures or fire escapes.

4. Outside hinges on all accessible side and rear glass windows shall be provided with nonremovable pins. If the hinge screws are accessible, the screws shall be of the nonremovable type.

d. **Transoms, skylights and other accessible exterior openings.**

1. All exterior transoms, glass skylights and other openings of glass which are accessible from any surface on the premises shall be constructed of burglary-resistant glass or equally resistant glasslike material.

2. In addition, all exterior transoms, glass skylights and other points of entry (excluding windows) into a building which can be opened shall be secured on the inside.

e. **Hatchway openings.**

1. If the hatchway is of wooden material, it shall be covered on the inside with at least 16 gauge sheet steel or its equivalent attached with screws.

2. The hatchway shall be secured from the inside with a slide bar or slide bolt with minimum 1 inch throw.

3. Outside hinges on all hatchway openings shall be provided with nonremovable pins when using pin-type hinges.

f. **Air duct or air vent openings.**

1. All air duct or air vent openings exceeding 8 inches by 12 inches on the roof or exterior walls of any building shall be secured by covering the same with either of the following:

(i) Iron bars of at least 1/2 round or 1 inch by 1/4 inch flat steel material, spaced no more than 6 inches apart and securely fastened; or

(ii) Iron or steel grills of at least 1/8 inch thickness with mesh not to exceed 2 inches and secured with nonremovable type screws.

(iii) If the barrier is on the outside, it shall be secured with galvanized rounded-head flushbolts of at least 3/8 inch on the outside.

g. **Construction of door assemblies.** The installation and construction of door assemblies shall be carried out in accordance with the standards for the construction and installation of frames, jambs and strikes in single-family dwellings and duplexes as set forth in Sec. 8.241.f. of Division 2 of this article.

h. **Special security measures.**

1. **Safes.** Commercial establishments having five hundred dollars (\$500) or more in cash on the premises after closing hours shall lock such money in an approved money safe with a minimum rating of Underwriters' Laboratory TL-15 or equivalent to offer a limited degree of protection against expert burglary by common hand tools. If the safe weighs less than 750 pounds or is mounted on wheels, it shall be anchored to the floor.

2. **Office building—"multiple-occupancy."** All entrance doors to individual office suites, leased or rented to persons other than the owner, shall have a dead bolt lock.

i. **Lighting requirements.**

1. All exterior doors of a commercial or industrial building shall be illuminated with a minimum of 1.0 footcandle of light.

2. Any nonresidential building with an open parking lot providing more than ten (10) parking spaces shall be lit in accordance with a detailed plot plan which must be submitted prior to initiation of construction that shows the light levels on the entire parking lot and which is further supported by certification that the lighting equipment is operating as designed and is not causing inappropriate off-site glare.

3. A level of lighting shall be used on the exterior of the building that is reasonably sufficient for the deterring of criminal attack to person or property.

4. All required lighting shall be designed to turn on automatically. In addition, lighting shall be designed and installed on the premises in such a manner so as to avoid causing off-site glare or nuisance. (Ord. No. 1.79, 1/8/79; Ord. No. 2.88, 1/12/88.)